

# Form 82

## Application for liquor and gaming individual employees



Liquor Act 1992, Gaming Machine Act 1991, Keno Act 1996, Lotteries Act 1997 and Wagering Act 1998 • V6 July 2020

### Office use only

Receipt no. ....  
 Amount \$ .....  
 Date .....  
 Person ID .....

### Instructions

Please complete in BLOCK letters. Complete form in full and attach supporting documentation with prescribed fee. If you need help with this form contact the Office of Liquor and Gaming Regulation (OLGR) on 13 QGOV (13 74 68).

Before your application is determined, OLGR will undertake various investigations and enquiries into your suitability for an approval/licence.

This may include your fingerprints being taken and checks with law enforcement agencies.

### Warning

False or misleading statements may attract a financial penalty or imprisonment and may lead to immediate cancellation of licence.

### Fees

To find out the current application fee go to [www.business.qld.gov.au/liquor-gaming](http://www.business.qld.gov.au/liquor-gaming).

## Part A—What are you applying for?

### Section 1

continued over page

You may apply for/renew any of the following approval/licence types using this form:

- liquor approved manager (*Liquor Act 1992*)
- gaming nominee (*Gaming Machine Act 1991*)
- gaming repairer (*Gaming Machine Act 1991*)
- key monitoring employee (*Gaming Machine Act 1991*)
- wagering key person (*Wagering Act 1998*)
- keno employee (*Keno Act 1996*)
- lottery key person (*Lotteries Act 1997*).

Tick one or more of the following application types in the graph below.

Familiarise yourself with the documentation you need to attach when lodging your application. Failure to submit all the required documentation will result in processing delays.

**Renewal applications** must be lodged before the expiry date of your current approval or licence. If your approval or licence has already expired, you must meet all the requirements of a new application. This means that you must tick the 'new' box in the graph below and submit all the documentation required for new applications. On approval of your application, you will be issued with a new licence number that will replace your expired licence number.

What are you applying for?	New or renewal (please tick box)	What you must supply with your application						
		1. ID documentation	2. Photographs	3. RMLV certificate	4. Gaming nominee course certificate	5. Nomination of gaming nominee form	6. Letter of intent of employment	7. Affidavit
Liquor approved manager	New <input type="checkbox"/>	✓		✓				
	Renewal <input type="checkbox"/>	*		✓				
Gaming nominee	New <input type="checkbox"/>	✓	✓		✓	✓		
	Renewal <input type="checkbox"/>	*	✓					
Gaming repairer	New <input type="checkbox"/>	✓	✓				✓	✓
	Renewal <input type="checkbox"/>	*	✓					✓
Key monitoring employee	New <input type="checkbox"/>	✓	✓				✓	
	Renewal <input type="checkbox"/>	*	✓					
Wagering key person	New <input type="checkbox"/>	✓	✓				✓	
Keno employee	New <input type="checkbox"/>	✓	✓				✓	
Lottery key person	New <input type="checkbox"/>	✓	✓				✓	

\* Note: Renewal applications where there is no name change do not require identification.

<b>Section 1</b> continued	<b>Note:</b> wagering key person, keno employee and lottery key person licence applicants are required to have their fingerprints taken by an OLGR officer prior to their application being determined by the Chief Executive. You will be contacted to arrange for a suitable time to be fingerprinted.			
<b>Section 2</b> <b>Documentation requirements</b>	Please refer to <b>Section 1</b> to identify the documentation you need to supply when lodging your application. An explanation of each document is provided below. 1. You must provide at least one primary document and one or more documents from either category to make up the 100 points. At least one document must contain your photo, and one your signature.			
	<b>Primary documents</b>	<b>Points</b>	<b>Secondary documents</b>	<b>Points</b>
<input type="checkbox"/> Current Australian or overseas passport	70		<input type="checkbox"/> International driver's licence/permit	40
<input type="checkbox"/> Certificate of Australian Citizenship	70		<input type="checkbox"/> Government issued proof of age card	40
<input type="checkbox"/> ImmiCard (permanent resident)	70		<input type="checkbox"/> Tertiary student photo ID	40
<input type="checkbox"/> Current Australian driver's licence	70		<input type="checkbox"/> Public service employee ID card	40
<input type="checkbox"/> Birth certificate/extract	70		<input type="checkbox"/> Social security card	40
			<input type="checkbox"/> Marriage certificate	40
			<input type="checkbox"/> Decree nisi (divorce documents)	40
			<input type="checkbox"/> Deed poll (change of name)	40
			<input type="checkbox"/> Medicare card	40
2. <b>Photograph requirements:</b> Gaming nominee, gaming repairer, key monitoring employee, wagering key person, keno employee and lottery key person applicants must submit 2 identical colour passport-sized photographs. See <b>Part C</b> for photo requirements. 3. <b>Responsible management of licensed venue (RMLV) certificate:</b> Liquor approved manager applicants must submit an OLGR approved RMLV training certificate before their application can be determined. A fact sheet providing information on the relevant training is available at <a href="http://www.business.qld.gov.au/liquor-gaming">www.business.qld.gov.au/liquor-gaming</a> by searching for 'mandatory RMLV training'. 4. <b>Gaming nominee course certificate:</b> Gaming nominee applicants must submit a copy of their gaming nominee course certificate before their application can be determined. Please visit <a href="http://www.business.qld.gov.au/liquor-gaming">www.business.qld.gov.au/liquor-gaming</a> for further information regarding this course. 5. <b>Nomination of gaming nominee form:</b> Gaming nominee applicants must submit a <b>Form 68</b> 'Nomination of gaming nominee' completed and signed by the authorised executive officer(s). To download a copy of the form, go to <a href="http://www.business.qld.gov.au/liquor-gaming">www.business.qld.gov.au/liquor-gaming</a> and search for 'nomination of gaming nominee'. 6. <b>Letter of intent of employment:</b> Gaming repairer, key monitoring employee, wagering key person, keno employee and lottery key person applicants must submit a letter of intent of employment from their employer. To download a letter template, go to <a href="http://www.business.qld.gov.au/liquor-gaming">www.business.qld.gov.au/liquor-gaming</a> and search for 'letter of intent of employment'. 7. <b>Affidavit:</b> Gaming repairer applicants must submit an original affidavit with the application disclosing any influential or benefiting parties to a gaming repairer licence. The affidavit must be completed, signed and then certified by a Justice of the Peace or Commissioner of Declarations. To download an affidavit, go to <a href="http://www.business.qld.gov.au/liquor-gaming">www.business.qld.gov.au/liquor-gaming</a> and search for <b>Form 20A</b> 'Affidavit'.				

**Part B—Application details**

<p><b>Section 3</b> <b>Applicant details</b></p>	<p><input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other (please specify) .....</p> <p>Given names .....</p> <p>Surname .....</p> <p>Date of birth <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Applicant must be over 18 years of age</p> <p>Place of birth ..... (town/state/country)</p>
<p><b>Section 4</b> <b>Aliases</b></p>	<p>If you have ever been known by other name(s), e.g. maiden name/name change (by deed poll/other), please provide full details including reason for change .....</p> <p>.....</p> <p>.....</p>
<p><b>Section 5</b> <b>Contact details</b></p>	<p>Daytime phone ..... Mobile.....</p> <p>Fax ..... Email ..... (acknowledgment of application will be sent to this email address)</p>
<p><b>Section 6</b> <b>Current residential address</b></p>	<p>Residential address .....</p> <p>Locality/suburb ..... State <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>
<p><b>Section 7</b> <b>Current postal address</b></p>	<p>(Your approval or licence will be sent to this address. Write 'as above' if same as residential address.)</p> <p>Postal address .....</p> <p>Locality/suburb ..... State <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>
<p><b>Section 8</b> <b>Existing or previous licence</b></p>	<p>Have you been previously issued any approvals or licences by OLGR?</p> <p><input type="checkbox"/> Yes — If yes, what is your approval/licence number.....</p> <p><input type="checkbox"/> No</p>
<p><b>Section 9</b> <b>Current employer</b></p>	<p>(Leave section blank if currently unemployed)</p> <p>Name of current employer .....</p> <p>Phone .....</p>
<p><b>Section 10</b> <b>Arrests and detentions</b></p>	<p>Have you ever been arrested or summonsed for an offence (including drink driving offences), or issued with a notice to appear in court (regardless of the disposition), anywhere in Australia or overseas within the last 5 years?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p><b>Section 11</b> <b>Bankruptcy</b></p>	<p>Only complete this section if applying for a new licence for the following licence types: gaming nominee, gaming repairer or key monitoring employee.</p> <p>Have you ever been bankrupt/taken advantage of the laws relating to bankruptcy/insolvency?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes-supply details on an attached page</p>

Part C—Photographs (not required for approved managers)

**Section 12**

You must provide 2 identical colour passport-size photographs of yourself with your completed application. They must be of the person identified in **Section 3** of this application form and:

- must not be a scanned copy, however a JPG file can be emailed.
- must not be more than 6 months old
- must be against a plain light-coloured background (e.g. cream, pale blue or white)
- be approximately 35 mm wide x 45 mm high (passport size)
- display a full view of head and shoulders without any head covering. However, if you wear a head covering for religious reasons we will accept a photograph of you wearing it, but your facial features must be clearly shown.

If you normally wear glasses, you should do so in the photograph, however tinted glasses are not acceptable. **Warning:** unacceptable photos will delay the processing of your application.

Write your name on the back of your photo and paste photo in this box.

Write your name on the back of your photo and paste photo in this box.

Part D—RMLV training certification (approved managers only)

**Section 13**

Do you hold a current OLGR approved RMLV training certificate?

- Yes – attach a copy of your certificate with this application
- No – you must complete the relevant training for the RMLV. For a list of registered RMLV trainers see [www.business.qld.gov.au/liquor-gaming](http://www.business.qld.gov.au/liquor-gaming) and search for RMLV training.

**Important:** this application cannot be determined until a copy of your current certificate is submitted.

Part E—Declaration

**Section 14**

**Declaration, authorisation and signature of applicant**

I certify the information in this application and any attachments is true and correct.

I hereby authorise:

- the commissioner under the Liquor Act 1992 and Gaming Machine Act 1991 and the chief executive under the Keno Act 1996, Lotteries Act 1997 and /or Wagering Act 1998, or delegated officer, to undertake any necessary investigations or enquiries with state, federal or international police authorities or any other relevant agency.
- for such information to be provided to and held by the commissioner/chief executive.

I have personally completed this application form and have supplied all the information indicated herein.

Applicant's signature .....

Date:   /   /

Go to **Part F**.

Part F—Lodgement and fee payment

Section 14

Fee and lodgement details

By mail:  
Office of Liquor and Gaming Regulation  
Locked Bag 180  
CITY EAST QLD 4002

In person:  
Office of Liquor and Gaming Regulation  
Upper Plaza, 33 Charlotte Street  
BRISBANE QLD 4000

At the time of lodgement, all relevant application fee(s) must be paid for each type of approval or licence sought. All fees are non-refundable. Applications will not proceed until accompanied by the correct fee/s.

Current fees are listed at [www.business.qld.gov.au/liquor-gaming](http://www.business.qld.gov.au/liquor-gaming) or phone 13 QGOV (13 74 68). Payments can be made by cheque, money order or credit card. Cash and EFTPOS will only be accepted if payment is made in person. There is no GST payable on any fee.

Payment type:

- Money order
- Cheque—make cheque payable to Office of Liquor and Gaming Regulation
- Credit card\*—charge my:  Mastercard  VISA

Credit card no.

Cardholder's name .....

Amount authorised \$ ..... Expiry date   /   /      
(GST not applicable) <sub>D D M M Y Y Y Y</sub>

Signature .....

**Note:** If you are applying for more than one approval or licence, ensure you pay the total amount due.

\*OLGR will not accept credit card details by fax or email, including PDF attachments. If an email is received with credit card details, it will be deleted immediately and your form will not be processed. This is in accordance with the Payment Card Industry Data Security Standard.